



This PDF file is an excerpt from the EPA report entitled *Watershed Protection: A Project Focus* (EPA 864-R-95-004, August 1995). The entire document can be downloaded from <http://www.epa.gov/owow/watershed/focus/>.

Watershed Protection: A Project Focus

EPA 841-R-95-004

Office of Water

(4503F)

Appendix B: Organizational Protocol From A Puget Sound Watershed Project

August 1995

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Stillaguamish River Early Action Watershed Management Plan

DRAFT PROTOCOL WATERSHED MANAGEMENT COMMITTEE

Lead Agency Functions and Responsibilities

The Snohomish County Department of Public Works will function as the lead agency for the Stillaguamish River Early Action Watershed Plan. In accordance with WAC 400-12-400 (2), the Department of Public Works, as the lead agency, is responsible for the following:

- a. Coordinate activities necessary to develop and implement the watershed action plan.
- b. Coordinate all activities of the Watershed Management Committee.
- c. Submittal of the action plan to the Department of Ecology for approval.
- d. Administration of the grant to develop the action plan.
- e. Coordinate the SEPA review process.
- f. Carry out implementation provisions of the approved watershed action plan.

Watershed Management Committee Functions and Responsibilities

The Watershed Management Committee is responsible for developing the Watershed Action plan for the Stillaguamish River. The use of consensus in making decisions is strongly encouraged. The Snohomish County Department of Public Works will coordinate and function as staff for the Watershed Management Committee. Specific functions and responsibilities include:

- a. Prepare and review a detailed work plan, schedule, and budget for the development of the Stillaguamish River Action Plan.
- b. Develop a strategy for public participation and involvement in the planning process.

- c. Prepare a statement of water quality goals and objectives, involving the public and affected parties through consultations, public meetings, or document review.
- d. Develop a draft Action Plan for the Stillaguamish River.
- e. Regularly provide written information on action plan development to local government legislative authorities, federal and state governmental entities with jurisdiction within the watershed, planning and health agencies with jurisdiction within the watershed, tribes in the watershed, and the public and affected parties.
- f. Ensure that the action plan is technically and functionally sound.
- g. Provide and encourage public review and involvement in the planning process.
- h. Ensure that federal agencies, local entities, and state agencies that either have jurisdiction over any property or facility, or are engaged in any activity resulting in nonpoint pollution in the watershed, are aware of their responsibility to comply with local requirements for pollution control.

Qualifications of Watershed Management Committee Members

The general qualifications of Watershed Management Committee members are:

- a. Watershed Management Committee members should be able to speak for and represent the full range of interests within their local governmental entity, tribe, or interest group.
- b. Watershed Management Committee members should have a grasp of statewide, county, and basin issues with respect to nonpoint source pollution.
- c. Watershed Management Committee members should be of a high enough level within their organization to be able to make decisions at the WMC meetings with a high degree of confidence that the decision will be upheld and accepted by their respective entity, tribe, or interest group.
- d. Watershed Management Committee members should possess the technical knowledge to review and comment on detailed work plans, project schedules, and ensure that the action plan is accurate and technically and functionally sound.
- e. Watershed Management Committee members must be willing to respect, listen to, and understand other interests.
- f. Watershed Management Committee members will be expected to meet at least once a month, possible more often, during 1988. Attendance at all WMC meetings is imperative.

If a member is unable to attend a WMC meeting, then it is the responsibility of that member, as a representative of a governmental entity, tribe, or interest group, to designate an alternate to attend the meeting.

Watershed Management Committee Meetings

- a. Watershed Management Committee meetings are designed to be more like work sessions than formal meetings, therefore, it is not generally necessary to abide by parliamentary procedures.
- b. All Watershed Management Committee meetings will have an agenda. The agenda will be reviewed and revised as necessary at the start of each meeting. The project manager from the Department of Public Works, or his/her designee, will facilitate all meetings.
- c. The facilitator is responsible for ensuring that the committee moves through the agenda, and that each committee member has the opportunity to speak on agenda items and that the discussions stay germane to the agenda items.
- d. All decisions made by the Watershed Management Committee will be made by consensus. When decisions are required, the facilitator will make sure that the decision is understood by all committee members and that the consensus has been achieved.
- e. Each Watershed Management Committee meeting will end with a short evaluation of the meeting and the status of the project as a whole and a summary of the consensus decisions reached at the meeting.
- f. Each Watershed Management Committee meeting will be taped and notes taken by Public Works staff. A summary of each meeting will be prepared and distributed to all Watershed Management Committee members and others who have expressed an interest in receiving a summary of meetings.
- g. Watershed Management Committee members are responsible for reviewing the meeting summaries and briefing their respective elected officials, tribal councils, or affected party constituents prior to the next scheduled Watershed Management Committee meeting.
- h. All Watershed Management Committee meetings will be open to the public.

Worksheet on Forming Watershed Management Committees*

(* Worksheet prepared by the Puget Sound Water Quality Authority for use by lead agencies for Early Action Watersheds.)

POTENTIAL COMMITTEE MEMBERS

Each Watershed Management Committee will be somewhat unique, depending in the nature of the watershed. Use this worksheet as a guide for selecting potential committee members. IT IS NOT MEANT TO BE INCLUSIVE OR PRESCRIBE MEMBERS, but rather to lay out the range of parties that could be involved in a nonpoint planning process.

COUNTY GOVERNMENT AND AGENCIES (What is the most appropriate mix of staff and officials?)

Planning _____

Health _____

Public Works _____

Council/Commission _____

County Executive _____

Planning
Commission _____

Conservation
District _____

Cooperative
Extension _____

CITY GOVERNMENT (Who are the most appropriate representatives from city government?)

Planning _____

Public Works _____

City Manager _____

City Council _____

Mayor _____

TRIBES (Do any tribes have jurisdiction in the watershed?)

AFFECTED PARTIES (What groups have a direct interest in nonpoint pollution in the watershed?)

Agriculture
(commercial-dairy,
cattle, crop; non-
commercial) _____

Developers/Realtors _____

Environmental _____

Recreation _____

Commercial/Industry _____

Residents "At Large" _____

Other _____

SPECIAL PURPOSE DISTRICTS (Which special purpose districts should be involved in developing a watershed action plan?)

Drainage _____

Diking _____

Flood Control _____

Ports _____

River Improvement _____

Sewer _____

Other _____

**COUNCIL OF
GOVERNMENTS** _____

STATE AGENCIES (Do any state agencies own land in the watershed? Should others be included in an advisory capacity?)

Dept. of Natural _____

Resources

Dept. of Fisheries _____

Dept. of Social and
Health Serv. _____

Dept. of Ecology _____

Dept. of
Transportation _____

Parks and Recreation _____

Dept. of Agriculture _____

FEDERAL AGENCIES (Do any federal agencies own land in the watershed? Should others be included in an advisory capacity?)

Natural Resources
Conservation
Service _____

U.S. Forest Service _____

U.S. Dept. of
Transportation _____

U.S. Park Service _____

Military Installations _____

U.S. EPA _____

Other

Questions about Committee Formation

What process will we use to recruit members?

What committee structure should we use?

What is a manageable committee size?

Who should be asked/urged to participate from local government?

How do we ensure the representation of "affected parties"?

Under what conditions should we use an advisory committee (citizen, technical, or policy)?

At what points in the process will we involve the general public and how will this be done?